

## HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 53-07

February 21, 2007

POSITION: Recruitment Manager

DEADLINE TO APPLY: March 6, 2007

CLASSIFICATION: Adoption/Foster Care Recruitment Manager

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway

Cincinnati, Ohio 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Salaried/Exempt

SALARY: \$46,779 Annually

### Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of undergraduate core program in business, marketing or communications; two (2) years management experience in marketing or communications; completion of two (2) English or journalism courses and/or two (2) years experience as a writer or editor. Must undergo a background check via the Ohio Bureau of Criminal Identification and Investigation (BCI).

### Listed below is a brief summary of the JOB DUTIES:

Plans and implements marketing strategies to recruit new foster families and to find adoptive families for children. Develops the Adoption and Foster Care recruitment strategic plan required each year. Reviews, tracks and analyzes the effectiveness of the strategic plan and marketing strategies. Ensures compliance with federal, county and state laws/regulations. Manages, coordinates and decides issues relating to problems, personnel needs, evaluations, transfers, demotions and vacancies. Provides recommendations for hiring and terminating employees. Approves vacation and other special requests of staff. Responsible for the approval or denial of staff requests to attend conferences, workshops, etc. Approves/denies requests for leaves of absence. Establishes goals and objectives, implements measurement tools, and provides technical assistance and training. Responsible for directing and managing activities of recruiters, managers, and clerical support. Works with Policy Development, Training and Children's Services to draft and maintain agency-wide adoption/foster care recruitment policies and operational processes. Works with Communications Department to write news releases, feature stories, public service announcements, flyers, brochures, posters, etc. Attends and conducts meetings. Speaks to organizations, individuals and other groups about foster parenting and adoption. Makes community contacts to education and enlist support for the programs. Attends necessary training as required. Stays abreast of new innovations in Adoption/Foster Care Recruitment, nationwide. Performs other related duties as assigned.

### HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department  
County Administration Building  
138 East Court Street, Room 707  
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

**NOTE:** Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.